



HIVE KPO
Professional Services

Human Resource Outsourcing Services Overview

What do we do?

Comprehensive HR solutions designed for healthcare organizations, clinics, and medical startups. Our services support compliance, employee management, and operational efficiency, so your team can focus on delivering quality patient care.



Services Packages:

- ✓ **HR Coordinator**
- ✓ **HR Generalist**
- ✓ **HR Partner**
- ✓ **Standalone & Included HR Services**



Additional Services

- ✓ **Accounting**
- ✓ **Bookkeeping**
- ✓ **Marketing**

Why people choose us

- Deep knowledge of healthcare compliance (HIPAA, OSHA, labor laws)
- Affordable, scalable HR support tailored to practice size
- Dedicated HR professionals who understand clinical and administrative roles
- Tools and systems that streamline HR, payroll, and benefits for the medical industry



Here at Hive we ensure that your practice is taken care of.
Whether that be HR, Accounting and Bookkeeping, or
Marketing.

contact@hivekpo.com



HR Coordinator 1-25 employees	HR Generalist 25-50 employees	HR Partner	Standalone & Included HR Services
\$45 PEPM (\$13,500 annual minimum, or 25 seats)	\$65 PEPM (\$19,500 annual minimum, or 25 seats)	\$90 PEPM (\$27,000 monthly minimum, or 25 seats)	Starts at \$65 PEPM (Min \$1,625 a month)
Includes: • HRIS Administration & Employee File Maintenance • New Hire Onboarding & Exit Offboarding (including credential checks and license verification) • HR Compliance & Labor Law Updates (healthcare-specific) • Employee Handbook Development (with HIPAA, OSHA, and medical practice policies) • Basic HR Policies & Procedures tailored to healthcare • Employee Relations Guidance (attendance, discipline, workplace concerns) • Email & Phone Support (Business Hours) *Discounted to \$1,000/ month minimum for early case studies and partnerships Add-on: HR Generalist support starting at \$65 PEPM	Includes everything in HR Coordinator plus: • Benefits Support: Open enrollment, QLEs, new hire benefits enrollment, broker management, carrier billing reconciliation • Performance Management (evaluations, corrective actions, development plans) • Time & Attendance Monitoring (shift tracking, overtime, scheduling compliance) • Employee Relations Support (grievances, investigations, coaching) • HRIS Recommendation, Implementation & Support (medical industry focused)	Includes everything in HR Generalist plus: • Talent Acquisition (low-volume recruiting up to 10 hires/month; clinical & admin roles) • Learning & Development Advising + LMS Management (including HIPAA & OSHA training programs) • Compensation Strategy & Benchmarking (healthcare pay scales, competitive benefits) • Workplace Culture & Engagement Initiatives (reduce turnover, build strong patient-centered culture) • International Contractor & Employee Management (for telehealth & global healthcare staff) • 24/7 HR Support (critical issue response for compliance or staffing emergencies)	HR Compliance Check \$1,500 standalone (included in all packages): A healthcare-focused audit of HR practices, policies, and documentation. Reviews compliance with federal, state, HIPAA, and OSHA regulations. Provides a findings report with risk ratings and prioritized recommendations Employee Handbook Development \$1,000 standalone (included in all packages): Custom, legally sound handbook designed for medical practices. Includes policies for HIPAA, OSHA, credentialing, safety, and patient-facing staff conduct. HR Operations Health Check + Handbook \$2,500 standalone (included in higher packages): A bundled service that combines the Compliance Check with a tailored handbook update to align policies with healthcare industry regulations and best practices.

